

## **CAMPAIGN & DONOR RELATIONS COORDINATOR**

### **POSITION SUMMARY:**

The Campaign and Donor Relations Coordinator is responsible for supporting the leadership, direction, and strategic management for corporate, individual, and foundation giving strategies to fulfill the mission and vision of the San Diego History Center. The Campaign and Donor Relations Coordinator will execute the day-to-day planning, coordination, management and operation of the capital campaign. This aspect of this position is both strategic and tactical, incorporating all components of a campaign from the leadership gift phase through the completion of the community phase. The Campaign and Donor Relations Coordinator will be responsible for shaping donor stewardship efforts, deepening the prospective donor pipeline, and maintaining accurate and up to date information on campaign and organization goals, donors, and prospects. This full-time exempt position reports to the CEO and will have extensive interaction with the Board of Trustees and volunteer campaign committee. This position will be based at the San Diego History Center's Balboa Park museum and will require a minimum of 4 days on site with 1 day as potential remote work.

### **ESSENTIAL DUTIES/RESPONSIBILITIES:**

- Assist in development and execution of strategies for cultivation, solicitation, and stewardship of new and current campaign donors.
- Craft targeted funding proposals in coordination with staff and campaign leadership.
- Provide campaign updates and numerical analysis to campaign leadership, Board of Directors, and campaign committee.
- Serve as staff liaison to campaign committee; prepare and conduct follow up for meetings, train and organize volunteers for donor interaction.
- Work with campaign leadership and campaign committee to ensure prompt follow up to close gifts and steward donors.
- Research all prospects, including detailed background information, giving history, personal interests, and request strategies using a data-driven approach.
- Schedule campaign-related meetings and prepare agendas.
- Manage content development for campaign communications including print and digital collateral in collaboration with staff.
- Maintain a comprehensive campaign timeline and progress activity report; recommend revisions to fundraising plan, as needed, to achieve goals.
- Devise and manage logistics for cultivation and recognition events, coordinating publicity as appropriate, in partnership with the CEO.
- Maintain annotated table of gifts and list recognition opportunities.
- Ensure donor meeting, research, and follow up information is captured in organization's database.
- Serve as main point of contact for donor and staff questions regarding capital campaign.
- Attend team and organizational meetings, activities, and events as required.

**EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES SOUGHT:**

- Bachelor's degree or equivalent successful experience
- Minimum 5 years in fundraising, capital campaign experience preferred.
- Fundraising field experience, including successful major fundraising campaigns and donor stewardship programs.
- Experience with donor identification, cultivation, solicitation, and building robust relationships with gifts of six figures and greater.
- Knowledge of planned gifts and endowments.
- Manage and execute projects with high-quality, on time, under pressure, and with diplomacy.
- Effective communication, listening, and interpersonal skills; be able to tell a story with passion and make complex ideas and topics understandable and relatable.
- Unrelenting optimism and positive attitude.
- Dedication to a culture of philanthropy and institutional success.
- Desire to support the work of others, including both staff and volunteers, toward the accomplishment of strategic goals.
- Proficiency in Microsoft Office as well as donor database management.

**SALARY & BENEFITS**

- This is a full time exempt position with salary range of \$75,000 to \$85,000 depending on experience. The San Diego History Center offers eligible employees employer paid Medical and Dental along with additional employee paid options as well as match to 401k retirement plan.

**HOW TO APPLY**

- Please send cover letter, resume and references to [jobs@sandiegohistory.org](mailto:jobs@sandiegohistory.org)
- No phone calls will be accepted.
- Due to number of applicants, not all inquiries may receive as response.

**WORK ENVIRONMENT**

- Office and museum environments

**PHYSICAL DEMANDS**

- Typing, data entry, filing, sitting, walking, squatting, standing, kneeling, balancing, manual dexterity, reaching above shoulders, grasping, pushing/pulling (15-60 lbs.), lifting (15-60 lbs.), carrying (10- 60 lbs.)
- Climbing stairs, walking over varied terrain

**ADDITIONAL RESPONSIBILITIES**

- Valid CA Driver's License and reliable transportation with proof of liability insurance

#### EEO STATEMENT

SDHC believes that equal opportunity for all employees is critical to our continuing success. In accordance with state and federal law, SDHC will not unlawfully discriminate against any employee or applicant for employment on the basis of religion, race, color, national origin, ancestry, disability, marital status, gender, veteran status, sexual orientation, age, medical condition, registered domestic partner status, or any other basis protected by state or federal laws. Opportunity is provided to all employees based on qualifications and job requirements. When necessary, SDHC makes reasonable accommodations for disabled individuals who request an accommodation in accordance with state and federal laws.

#### DISCLAIMER

This job posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

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